

DELEVAN-YORKSHIRE PUBLIC LIBRARY

March 19, 2025

Board of Trustees Meeting Minutes

Present: Brandon Stearns, Judy Hecht, Deb Sisson, Lora Lee Downer, Fred Clark, Lora Lee Downer, Library Director, Marge Brown, and Treasurer, Jennifer Kraft. The meeting was opened at 4:00 p.m. with the pledge led by Brandon.

The Agenda was changed so that the draft By-Laws could be presented and reviewed. DYPL's voting membership is now 7 which makes a quorum 4. The Treasurer's office was removed and a Finance Officer was inserted. Required members of the Budget Committee were designated and it was agreed that the Committee membership does not exclude any other member who might chose to participate. Preparation and timing of the Agenda was clarified. Amendment Article VII was amended to reflect the membership voting number. Brandon made a motion to approve the Amended By-Laws. Judy seconded. **MOTION CARRIED.**

JANUARY MINUTES: Judy made a motion to accept the January minutes as read. Fred seconded. **MOTION CARRIED.** The February summary which everyone received was not official since there was not a quorum for that meeting.

DIRECTOR'S REPORT: Discussion regarding the construction project. Joe Chamberlain has been in contact with Marge. He has not forgotten this project. Marge texted him asking for a firm month to start. He will be ordering the supplies needed. The issue with ice and roof damage came up. Joe will be asked for recommendations for fixing this problem as will the inspectors who will be inspecting the work as it progresses. Joe will be asked about repairing the damage to siding done by the ice. The unused dropbox now by the circulation desk can be offered to CCLS if it is not needed when the new dropbox is installed.

Marge has submitted the Annual Report to CCLS. It is available for our perusal. She reported that Jan was helpful in deciding which records could be destroyed. The possibility of a monthly journal-type record that would be helpful for the end of the year reporting was suggested by Deb. Our Planning Calendar is a way for some of this information to be recorded as well.

Marge is aware of the SRP theme and will begin planning for it. She will request Story Boards for the Library yard.

Marge announced that Jan Dekoff from CCLS will be here for Trustee Training sessions on March 26 and April 2 at 4:00. This will fulfill our required 2 hour training requirement and help us better perform our jobs.

TREASURER'S REPORT: Jen reported that the check from the Town was mailed to us today but is for 2025. The Town Clerk said that the proper paper work has not been submitted for 2024. Jen will contact the Town Supervisor to find the snafu.

Jen asked our preference for checks paid reporting. She will make the invoices available for the Finance Officer to review. There was discussion regarding official approval of the 2025 Budget. It was concluded that Jen can enter the budget as approved so she can proceed with the appropriate record keeping.

Discussion regarding the transfer of data to Quick Books concluded with this decision: Before the April meeting, Jen will transfer the data re the debit card with assistance as needed from Marge. She will also make sure the CD data is there. When the data is in one place, it will be transferred to the computer to be used by Jen with access permitted by password she controls. Read only access can be made available to the Library Director as needed. Marge will ask Julie if all info she needs available has been recorded.

Due to the financial work going on now, it was decided to postpone discussion of changing banks. Jen will switch to online banking at 5-Star. The Board asked her to research the other bank options available in the area, including credit card privileges, and report to us in April so we can then decide on any change. Fred made a motion to accept the Treasurer's Reports. Deb seconded. **MOTIO CARRIED.**

ELECTION OF OFFICERS:

President – Brandon Stearns

Vice President – Judy Hecht

Secretary – Lora Lee Downer

Finance Officer – Fred Clark

Motion was made by Lora Lee to accept this slate of officers and seconded by all present. **MOTION CARRIED.**

Motion to adjourn was made at 5:10 by Brandon and seconded by Judy. **MOTION CARRIED.**

Respectfully submitted,
Lora Lee Downer, Secretary

NEXT MEETING: April 16, 2025